

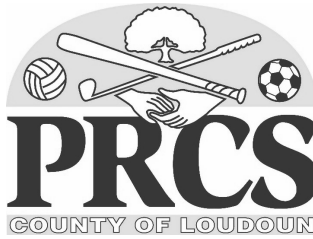
For Office use only

This application has been reviewed.

Approved _____

Not approved _____

Manager's Signature _____



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Start Time : _____

End Time: _____

(This is to include set-up and break down times)

Number of tables: _____

**Loudoun County
Department of Parks, Recreation and Community Services
FACILITY AND GROUNDS USE APPLICATION**

Applicant's Name: _____

Title: _____

Mailing Address: _____

City/State: _____

Zip: _____

Phone (H): _____

Phone (W): _____

Applicant hereby makes application on the behalf of _____ for the special use of the Department of Parks, Recreation and Community Services Facility for the dates and times listed below:

Space Needed	Facility	Day(s)	Date(s)	Time (including set-up/break-down)

For this event, will any of these be done:

Admission charged? _____ Donations solicited? _____ Fees collected? _____ Anything sold? _____

If the answer is **YES** to any of these questions, please explain in full on the reverse side of this application.

Fee information:

RENTAL FEES ARE NON-REFUNDABLE.

Fee: Rental _____
Staff Fee _____
Total Fee _____

Fee Conditions: At time of application _____
Monthly _____

The undersigned certifies that he/she is familiar with the rules and regulations of Loudoun County Parks, recreation and Community Services and local use of public buildings and grounds, and that such Rules, Regulations and Ordinances will be enforced. The undersigned accepts for the user full responsibility for all damages to County property caused by said use and for the prompt and proper settlement of claims for such damage that does not include normal wear and tear. All fees must be paid in advance. The undersigned is responsible for payment of all fees even though the building or grounds were not used, unless the County makes the cancellation (i.e., Weather). No alcoholic beverages are allowed in the building or on its grounds. Smoking is not allowed in any County Building.

Applicant's Signature _____

Date _____